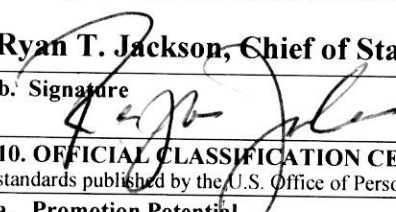
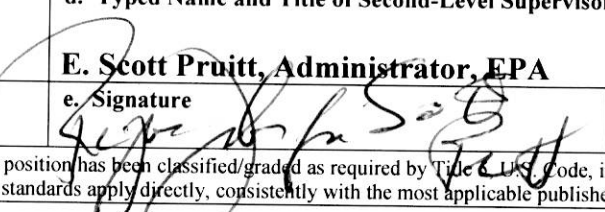
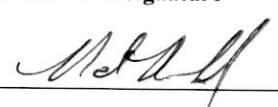


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES17017	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title		c. Pay Plan	d. Series
Official Allocation		Senior Advisor to the Administrator		ES	0301
4. Supervisor's Recommendation		Senior Advisor to the Administrator		ES	00
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE KELLY, Albert C.		
			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. OFFICE OF THE ADMINISTRATOR			g.		
c. Immediate Office			h. Employing Office Location Washington, DC		
d.			i. Organization Code A0000000		
8. SUPERVISORY STATUS					
<input type="radio"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="radio"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="radio"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="radio"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="radio"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input checked="" type="radio"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator, EPA		
b. Signature 		c. Date	e. Signature 		f. Date
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S.C. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="radio"/> 1 Low <input type="radio"/> 2 Moderate <input checked="" type="radio"/> 3 High Security Clearance Required <input checked="" type="radio"/> Yes TS/SCI		c. Financial Disclosure Form <input type="radio"/> OGE-450 Required <input checked="" type="radio"/> OGE-278 Required No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="radio"/> may be IA'ed <input checked="" type="radio"/> may not be IA'ed <input type="radio"/> is limited to current incumbent	
		e. FLSA Determination <input type="radio"/> NONEXEMPT <input checked="" type="radio"/> EXEMPT (*check exemption category) <input type="radio"/> Administrative <input checked="" type="radio"/> Professional <input type="radio"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 6888		h. Check, if applicable: <input type="radio"/> Medical Monitoring Required <input type="radio"/> Extramural Resources Management Duties (% of time) <input type="radio"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 05/02/17	
11. REMARKS Top Secret Uranium					

SENIOR ADVISOR TO THE ADMINISTRATOR

Supervisory Controls

Receives broad general direction and policy guidance from the Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

Major Duties and Responsibilities

1. Serves as Senior Advisor to the Administrator. In this capacity, incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.
2. Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.
3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.
4. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.
5. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.
6. Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and

understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

7. Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

8. Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.

9. Performs other duties as assigned.

Investigate

Position Designation Record

Agency	EPA
Position Title	Senior Advisor to the Administrator
Series and Grade/Pay	ES-0301-DD
Band	
Position Description	EPES17017
Number	
Designator's Name & Title	Howard Barnett, Lead HR Specialist

National Duties

Requires eligibility for access to classified information

Public health and safety

Degree of Potential for Compromise or Damage

- Position requires eligibility for access to Top Secret or “Q” level information

One or more of the following when there is the potential to cause significant or serious damage to national security (effect may be local or isolated to a single location, or the impact is controllable within a reasonable period of time and expending minimal resources) :

- Responsibility for the protection, control and enforcement of the nation’s public health or safety policies – with moderate autonomy or ability to negatively impact or damage national security
- Responsibility for protecting the nation’s public health or safety against acts of terrorism, espionage, or foreign aggression– with moderate autonomy or ability to negatively impact or damage national security

National Duties

Fiduciary responsibility in support of activities with national security impact

Degree of Potential for Compromise or Damage

One or more of the following when there is the potential to cause exceptionally grave damage to national security:

- Obliges, expends, collects or controls revenue or funds in excess of \$50 million
- Procures or secures funding for goods and/or services with monetary value in excess of \$50 million annually
- Obliges or controls items with a monetary value in excess of \$50 million
- Audits or analyzes budgets or other financial records

Unclassified information (e.g. private, controlled unclassified, or proprietary information)

- Unlimited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause exceptionally grave damage to national security

Investigation

T5

Form Required

SF 86

Sensitivity

Critical Sensitive

Risk Level

High Risk

Signature: 

Date: 05/02/17

Name: Thomas Brumer



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Personnel Security Branch – Risk Communication Checklist

HR SSC Specialists must complete this form for all personnel actions (recruitments, appointments, promotions, reassignments) that involve a change in position or position description. The completed form will help the Personnel Security Branch (PSB) process individuals for background investigations and access badges.

Answer all questions based on the full performance level (FPL) position description.

SF-52 / Action Number:	IO-2017-095
HR Specialist's Name:	Howard Barnett
HR Specialist's Email:	Barnett.howard@epa.gov
HR Specialist's Phone #:	564-0394
"Action Requested By" Name:	Ryan Jackson
"Action Requested By" Email:	Jackson.ryan@epa.gov
"Action Requested By" Phone #:	564-0731

Employee Common Identifier (ECI):	2335380 <i>Please enter the Employee Common Identifier (ECI) if available.</i>
Last Name:	Kelly
First Name:	Albert
Employee Email:	Enter in the Email Address for the Employee. <i>For Recruitment and Appointment actions, this should not be an EPA email address</i>
Program Office / Region:	AO
Location City and State:	Washington, DC
Building Name:	WJC North
Action Requested:	<input type="checkbox"/> Appointment <input type="checkbox"/> Recruitment <input type="checkbox"/> Promotion <input checked="" type="checkbox"/> Reassignment
Position Title:	<i>Sensor Advisor to the Administrator</i>
Functional Title (if applicable):	Enter in the Functional Title (if applicable).
Pre-designated Position:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligible for EPASS Badge:	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>EPASS badge eligibility is based on the duration of the action. If the duration is greater than 6 months, eligibility is "Yes." If the duration is 6 months or less, eligibility is "No."</i>
Service Agreement Number (SAN):	Enter in the Service Agreement Number (SAN). <i>The SAN will be used to pay for the fingerprint check and the background investigation, if needed. For help, please see http://intranet.epa.gov/oa/smd/hqsecurity/pss_san.htm</i>

Complete the following section if the Employee is here for more than (6) months;

From the OPM Tool or the Position Designation Summary document, please identify the following:

Specify the Risk Designation Level and Background Investigation for the position:

- | | |
|--|---|
| <input type="checkbox"/> Low Risk / Tier 1 | <input type="checkbox"/> High Risk / Tier 4, BI |
| <input type="checkbox"/> Moderate Risk / Tier 2S | <input checked="" type="checkbox"/> High Risk with Clearance / Tier 5, SSBI |
| <input type="checkbox"/> Moderate Risk with Clearance / Tier 3 | |

Specify the Security Clearance and Sensitivity requirements for the position:

- | | | |
|---|--|---|
| <input type="checkbox"/> None / Non-Sensitive | <input type="checkbox"/> Secret / Non-Critical Sensitive | <input checked="" type="checkbox"/> Top Secret / Critical Sensitive |
|---|--|---|

* If a clearance is needed, please identify the appropriate clearance level and ask the hiring manager to forward to PSB the justification memo for the clearance. For additional information, please see: http://intranet.epa.gov/oa/smd/hqsecurity/pss_clearance.htm